



**Minnesota Pollution
Control Agency**

520 Lafayette Road North
St. Paul, MN 55155-4194

Solid Waste Compost Facility Application Checklist

Solid Waste Permit Program
Mixed Municipal Solid Waste (MSW)

Doc Type: Permit Application

Purpose: This checklist has been developed as a guide for permit application preparers and reviewers in order to assist with the submittal of a substantially complete permit application. Thoroughly review all applicable rules, statutes and guidance documents for further details and requirements. Minnesota Rules can be found at: <https://www.revisor.mn.gov/rules/>. All guidance documents can be found on the Minnesota Pollution Control Agency (MPCA) Solid Waste Publications webpage at: <http://www.pca.state.mn.us/lupg880>.

Many items listed below must be discussed in depth within the permit application submittal package. Be sure to include the most recently updated information, drawings and plans. Previously submitted documents **cannot** be referenced; all necessary documents must be included in this package. The permit application submittals should discuss all applicable MPCA Guidance Documents; include justification if the facility does not follow the guidance provided.

Instructions for permit application preparers: The following checklist must be completed and included with a permit application for all solid waste compost facilities. In the table below, indicate in the far left column the name and page number(s) of the document where the specified rule requirement is addressed. If the rule requirement does not apply, please indicate with "n/a" for not applicable. **The permit application will be determined to be incomplete if there are any blank spaces in this column.**

| Document and page number | Minn. R. citation | MPCA use only | | |
|--------------------------------|---|------------------------|-----------|----------|
| | | Completeness review | | Comments |
| | | Admin | Technical | |
| | 7001.3375, item A Description of area for each stage of the composting process | | | |
| | 7001.3375, item B Description of design and features of the facility, including run-off, run-on, and leachate control systems | | | |
| | 7001.3375, item C Description of material(s) to be composted | | | |
| | 7001.3375, item D Description of the residue's composition | | | |
| | 7001.3375, item E Description of residue disposal method | | | |
| | 7001.3375, item F Design of odor control system | | | |
| | 7001.3375, item G Design and performance specifications | | | |
| | 7001.3375, item H Description of composting method, including retention time, temperature, number of turns and air flow design | | | |
| | 7001.3375, item I Operating plan and waste analysis plan | | | |
| | 7001.3375, item J Description of the proposed uses for the compost | | | |
| | 7035.2836, subp. 4(A) Site preparations specifications | | | |

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| | 7035.2836, subp. 4(B) Facility access plan | | | |
| | 7035.2836, subp. 4(C) Surface water management | | | |
| | 7035.2836, subp. 4(D) The composting, curing, and storage area liners | | | |
| | 7035.2836, subp. 4(E) Leachate collection and treatment system | | | |
| | 7035.2836, subp. 4(F) Residual management | | | |
| | 7035.2836, subp. 4(G) Odor control design | | | |
| | 7035.2836, subp. 5(A) Secured access | | | |
| | 7035.2836, subp. 5(B) Personnel training program | | | |
| | 7035.2836, subp. 5(C) Designated delivery area | | | |
| | 7035.2836, subp. 5(D) Recyclable materials management | | | |
| | 7035.2836, subp. 5(E) Residuals management | | | |
| | 7035.2836, subp. 5(F) Leachate management | | | |
| | 7035.2836, subp. 5(G) Odor control | | | |
| | 7035.2836, subp. 5(H) Wind control | | | |
| | 7035.2836, subp. 5(I) PFRP method | | | |
| | 7035.2836, subp. 5(J)(1) Testing plan for compost maturity | | | |
| | 7035.2836, subp. 5(J)(2) Metals analysis | | | |
| | 7035.2836, subp. 5(J)(3) Percent inert material analysis | | | |
| | 7035.2836, subp. 5(J)(4) Testing plan for pH, moisture content, particle size, NPK ratio, and soluble salt content | | | |
| | 7035.2836, subp. 5(J)(5)(a) Training and experience of person collecting samples | | | |
| | 7035.2836, subp. 5(J)(5)(b) Equipment used to collect, process and store samples | | | |
| | 7035.2836, subp. 5(J)(5)(c) Equipment cleaning procedures | | | |

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| | 7035.2836, subp. 5(J)(5)(d) Sample collection locations | | | |
| | 7035.2836, subp. 5(J)(5)(e) Grab sample procedures | | | |
| | 7035.2836, subp. 5(J)(5)(f) Composite sample procedures | | | |
| | 7035.2836, subp. 5(J)(5)(g) Chain-of-custody and storage procedures | | | |
| | 7035.2836, subp. 5(J)(5)(h) Sampling QA/QC | | | |
| | 7035.2836, subp. 6 Compost classification and description of how results will determine distribution | | | |
| | 7035.2836, subp. 7(A) Registration with MN Department of Agriculture | | | |
| | 7035.2836, subp. 7(B) Allowable end uses | | | |
| | 7035.2836, subp. 7(C) Compost distribution | | | |